# Disaster Recovery Grant Reporting System (DRGR) Admin Module – Draft User Guide

, 2010

**U.S. Department of Housing and Urban Development**
**Office of Community Planning and Development**

## DRGR 6.5.0 Release

EQUAL HOUSING OPPORTUNITY

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Systems
Disaster Recovery Grant Reporting System (DRGR)

# Disaster Recovery Grant Reporting System (DRGR)
# Admin Module – Draft User Guide

## DRGR 6.5.0 Release

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# I. Introduction

## A. Purpose and Function of the Admin Module

DRGR allow grantees to submit financial and performance data to HUD regarding activities they fund under Disaster Recovery CDBG and NSP grants. The new DRGR Admin Module provides screens for grantee users to enter more than the usual financial and performance information on their activities: grantees will use the Admin Module to provide a summary of the critical management and oversight actions they carry out as part of meeting their responsibilities for day to day management of their grant programs. In DRGR, these are called monitoring, audit, and technical assistance (TA) events. In the case of Disaster Recovery CDBG and NSP grants, the appropriation laws require that grantees and HUD identify how they are preventing fraud, waste, and abuse. The Admin Module is designed to allow grantees to now provide this information through DRGR.

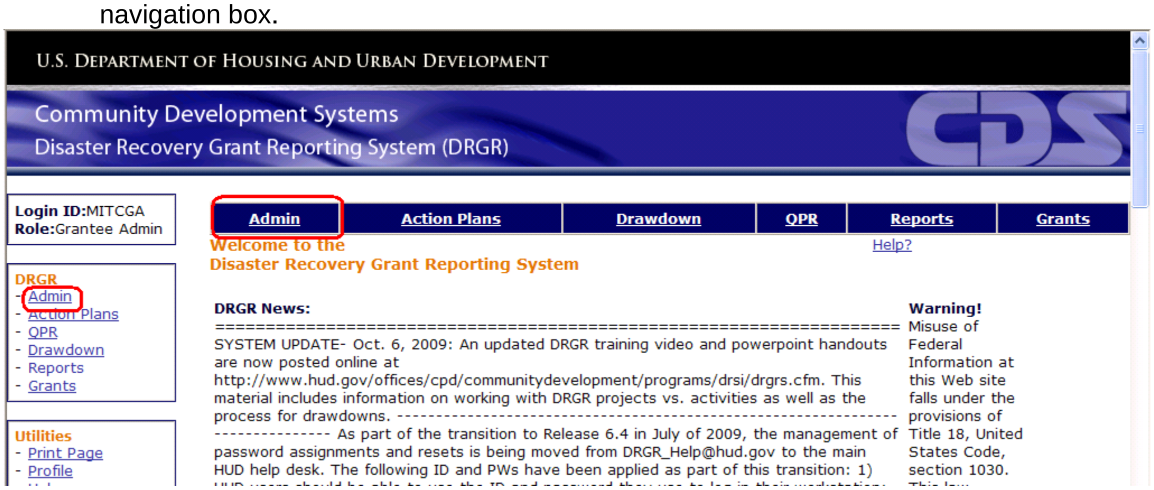
HUD monitors most grantees based on a risk analysis in which HUD assigns scores based on the size of a grantee's program, the number of subrecipients, and the capacity of the grantee's staff, among other things. The Admin Module allows grantees to contribute information to this analysis and to show how they are taking action to make their programs less risky and more effective. If a grantee has a large number of subrecipients and contractors, HUD may consider the program more risky. On the other hand, if the grantee is regularly providing technical assistance to and monitoring of its program partners, including following up on any findings, HUD is likely to consider some or all of the risk mitigated by appropriate management action.

Thus, the data in the Admin Module will help grantees and HUD to develop a shared understanding of the steps grantees are taking to ensure funds are used properly and to further the recovery or stabilization goals of the grant programs and communities.

## B. Accessing the Admin Module

You can access the Admin Module in DRGR from any computer that can run a browser.

1) In DRGR application, click on **"Admin"** link in the main navigation bar or the left navigation box.



2) This will cause the ADMIN module to be highlighted in the main navigation bar and change the links in the top left navigation box to change. Grantee system administrators will land on the GRANTEE ADMIN page while all non-admin grantee users will land on VIEW ALL GRANTS screen. From the GRANTEE ADMIN page, grantee system administrators can select a grant that will in turn allow them to assign grantee DRGR users to work with that grant. All grantee users will see links for adding monitoring/audit/TA events but HUD users will not have this link. All DRGR users will be able to search and view monitoring/audit/TA information.

**Grantee Admin Users**

Admin
- **Grantee Admin**

Monitoring/Audit/TA
- Add Monitoring/Audit/TA
- View All
- Search Monitoring/Audit/TA
- Search Findings or Concerns

**Other Grantee Users**

Monitoring/Audit/TA
- Add Monitoring/Audit/TA
- View All
- Search Monitoring/Audit/TA
- Search Findings or Concerns

**HUD Users**

Admin
- View All Monitoring/Audit/TA
- Search Monitoring/Audit/TA
- Search Findings or Concerns

## C. Contents of the Admin Module: Monitoring, Audit, and Technical Assistance

In release 6.5.0, DRGR has been modified to include summary performance information regarding grantee efforts in the areas of monitoring, audit, and technical assistance. This data can then be reviewed by HUD staff to examine the level of effort and results, assess risk associated with these grants, and in turn, direct HUD technical assistance and monitoring resources. This information will identify what activities have been reviewed or assisted and the results of these review and assistance visits. However, the QPR will only show the number of visits and reports within the quarter and total to date.

**Monitoring, Audits, and Technical Assistance**

| | This Report Period | To Date |
|---|---|---|
| **Monitoring Visits** | 4 | 12 |
| **Audit Visits** | 2 | 5 |
| **Technical Assistance Visits** | 3 | 9 |
| **Monitoring/Technical Assistance Visits** | 1 | 2 |
| **Report/Letter Issued** | 6 | 14 |

It is important to remember that this module is NOT a monitoring system in itself. It is only for reporting very basic summary level information about the number of visits and reports related to a grantee's oversight of the activities funded under their grants in the DRGR system. In general, the information requested on visits is limited to the dates of visits and reports as well as very high-level categories of compliance issues reviewed such as national objective, eligible activities, financial management, environmental review, etc.

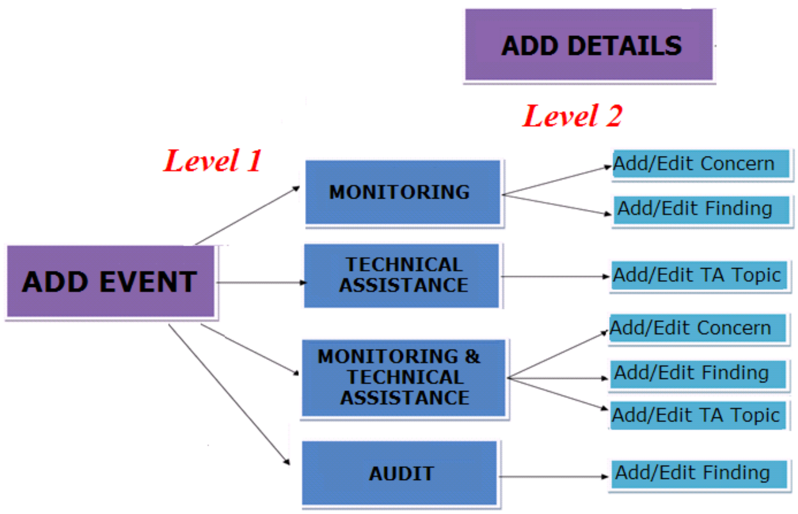
The section on Monitoring, Audits, and Technical Assistance in a QPR will be displayed as soon as data are entered into it. Since DRGR will calculate the # of visits and reports based on the dates entered, the QPR will show dates that fall under the current report period as well as all visits and reports to date.

There are two basic levels of information in the DRGR Admin Module:

1) Events/Reports
2) Findings/Concerns/TA Topics

For the first level, grantees enter in the start and end dates of monitoring, audits and/or TA visits as well as the date of reports. Grantees can also identify which activities have been reviewed or assisted as well as the major categories of topics covered in reviews or assistance. For the second level, grantees should identify any findings and concerns made, as well as their status and corrective actions. For technical assistance, grantees can identify the basic categories of topics covered.

In monitoring and audits events, findings and/or concerns may be reported as resolved during the report process or left open. The DRGR Admin module allows users to identify the status of findings and to note any follow-up action taken.



# II. Grantee Security

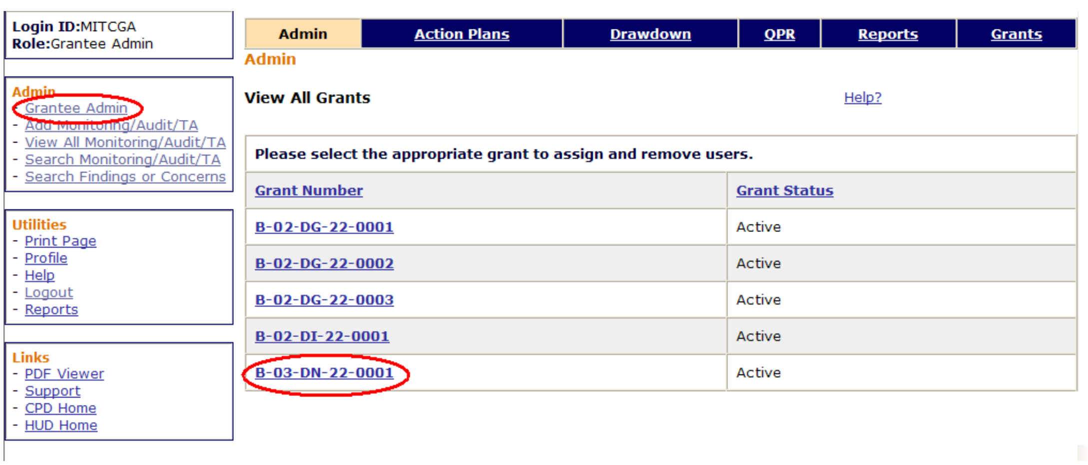
## A. Basic User Authorization Process

DRGR allows grantee system administrators to authorize or unauthorize access for each grantee user to work with Action Plans, QPRs, and/or vouchers for each grant based on the each user's profile. HUD HQ system administrators create each user profile based on the information submitted to DRGR_Help@hud.gov by grantee supervisors and approved by each grantee's CPD representative. If users have an IDIS account, the user ID should be included in the DRGR account request.

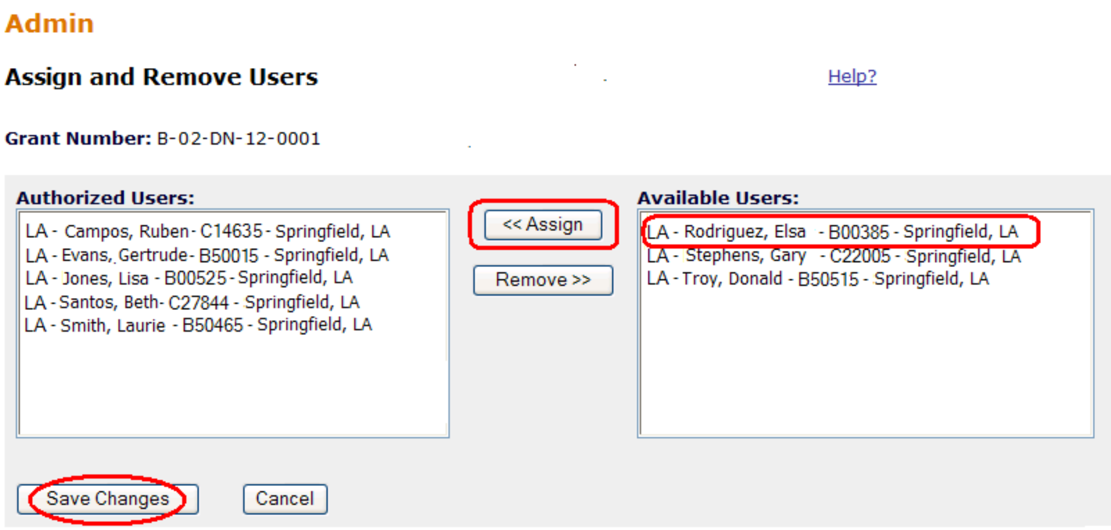
After each account is created by HUD, grantee system administrators must use links in the ADMIN module to authorize user access to each grant. In a similar way, when HUD adds grants in DRGR based on grants agreements entered into LOCCS, grantee system administrators must also authorize each user to work with the grant. One advantage of having these screens is that grantee system administrators may remove access to DRGR grants as soon as an employee leaves their organization or whenever an employee's duties no longer require access to the grants in DRGR.

## B. Authorizing Grantee Users to Access Grants

As indicated above, only grantee system administrators will see the link for **GRANTEE ADMIN** when they select the **ADMIN** module from the main navigation bar. After grantee system administrators select this link, they will see a list of all grants and be prompted to select the one for which they would like to assign and/or remove grantee users.

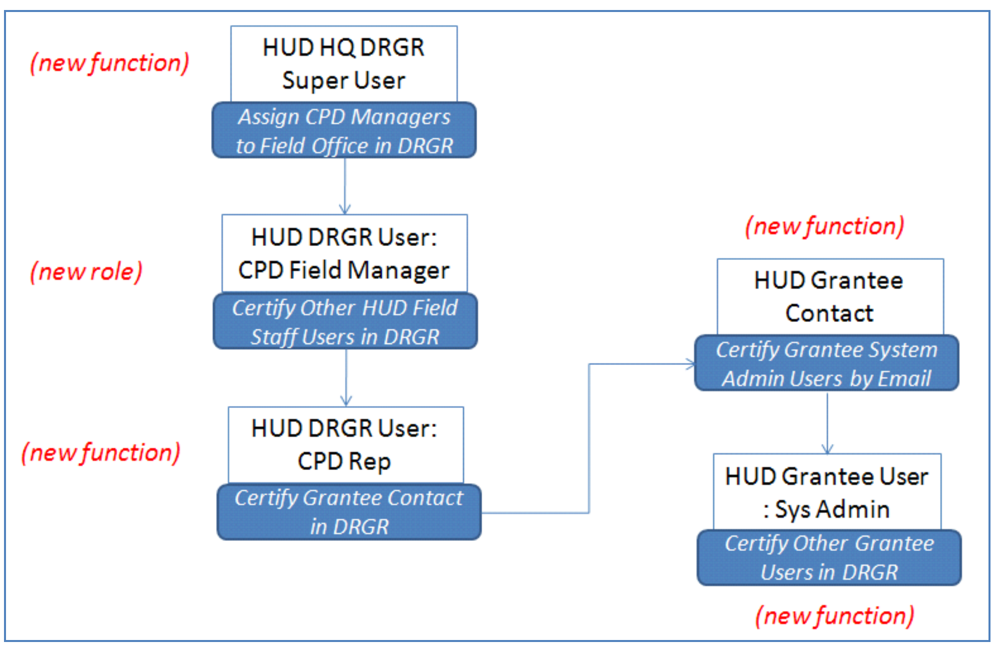



After they select this link, the grantee administrators should look for new grantee users to assign to the grant in the right window with the title **AVAILABLE USERS**. One or more users can be highlighted. The administrator would then select the ASSIGN button to move these users to the left window with the title **AUTHORIZED USERS**. The administrator must then use the **SAVE CHANGES** button in order to make these changes permanent. For any grantee employees that have left or no longer work with a grant, the grantee system administrators can reverse the process to move those users from the left window to the right window.



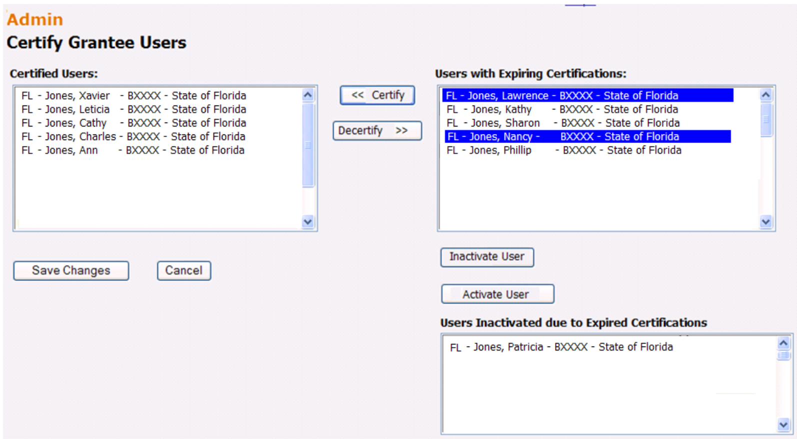

## C. User Certification

DRGR is now required to include certification/recertification of each DRGR users by higher-level users in DRGR. In order to accomplish the certifications, we will use the following process involving HUD vs. grantee staff:




Each grant is already listed by DRGR administrators under a field office with a CPD representative listed as the HUD contact for the grant. In addition, DRGR system administrators will now also list current CPD managers in DRGR for each field office. These managers will then certify the HUD fields staff in their offices, including the CPD representative for each grant in DRGR.

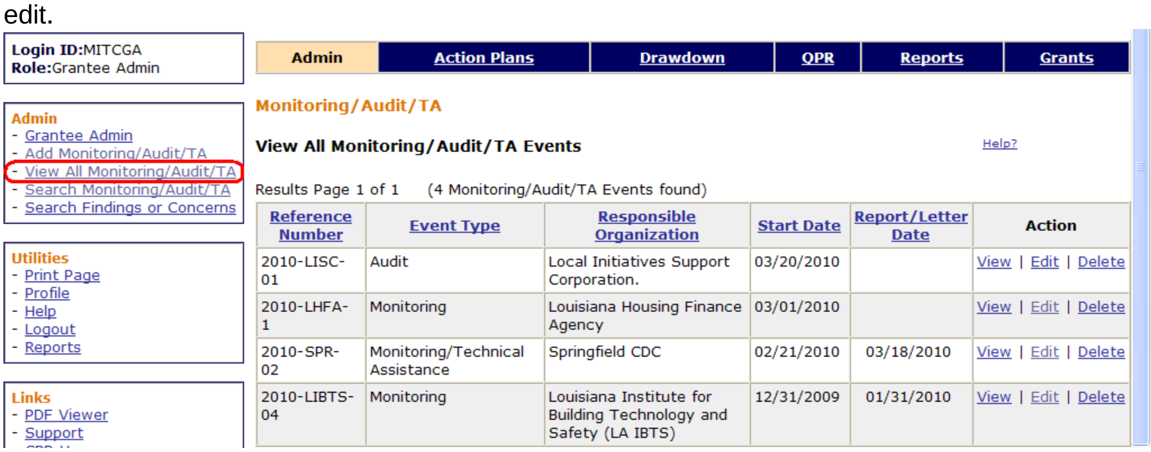
CPD representatives will then certify the identity of the authorized grantee contact (which may be populated from the grant agreement in LOCCS) and the grantee contact will be contacted by email to certify their DRGR grantee system administrators. Once this is done, grantee administrators will be able to certify/re-certify the remaining users in DRGR using a screen much like the one they use to authorize each user's acces by grant.



# III. Navigating in the Monitoring/Audit/TA Screens in the Admin Module

## A. Viewing All Events

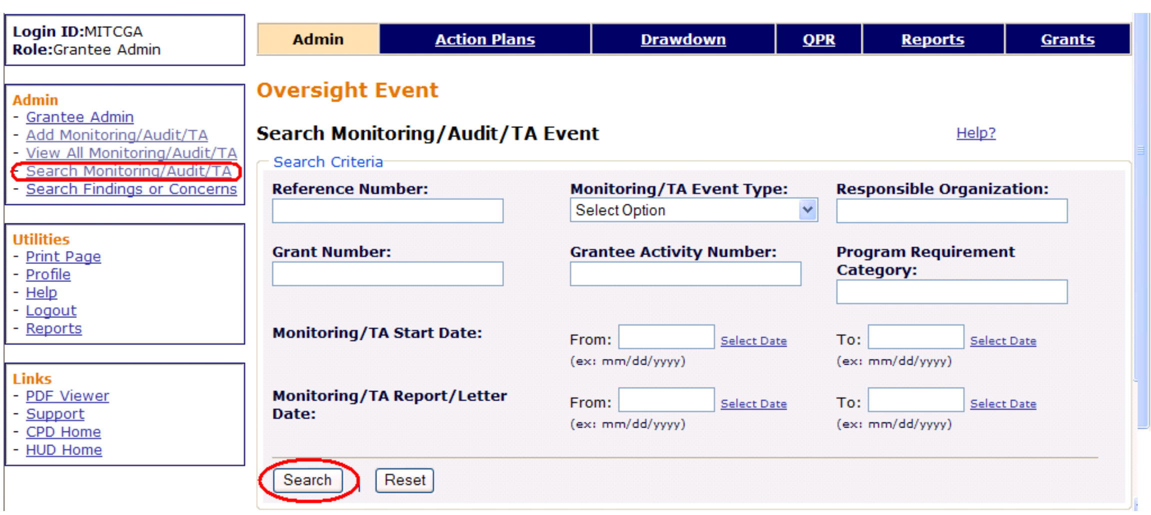
All DRGR users can view monitoring/audit/TA events. Any user can select the **ADMIN** module and then use the link to **View All Monitoring/Audit/TA**. Users will only see the events associated with the grants they have the rights to see and/or edit. HUD users will see the events associated with the grants in their field office. Grantee users will see the events associated with the grants associated with their grantee and the grants they have been authorized to see and/or edit.




| Reference Number | Event Type | Responsible Organization | Start Date | Report/Letter Date | Action |
|---|---|---|---|---|---|
| 2010-LISC-01 | Audit | Local Initiatives Support Corporation. | 03/20/2010 | | View \| Edit \| Delete |
| 2010-LHFA-1 | Monitoring | Louisiana Housing Finance Agency | 03/01/2010 | | View \| Edit \| Delete |
| 2010-SPR-02 | Monitoring/Technical Assistance | Springfield CDC | 02/21/2010 | 03/18/2010 | View \| Edit \| Delete |
| 2010-LIBTS-04 | Monitoring | Louisiana Institute for Building Technology and Safety (LA IBTS) | 12/31/2009 | 01/31/2010 | View \| Edit \| Delete |

## B. Search for and Viewing an Event

Users can use the link for **Search Monitoring/Audit/TA** events to find and view individual events. The dropdown for **Monitoring/TA Event Type** allows users to specify whether they want to see just one type of event. Users can also search by event reference number, grant number, activity number, responsible organization, program requirement categories, and dates.



The results will display in a table below the **SEARCH** button and can be viewed using the **VIEW** link in the **ACTION** column on the left. All users should have the **VIEW** link, but grantee users with edit rights should be able to see **EDIT** and/or **DELETE** links as well. The View Event screen will have the same content as the Add/Edit Event screen so it will be covered in that section of the user guide.

Results Page 1 of 2 (14 Monitoring/Audit/TA Events found)

| Reference Number | Event Type | Responsible Organization | Start Date | Report/Letter Date | Action |
|---|---|---|---|---|---|
| 2010-LIBTS-04 | Monitoring | Institute for Building Technology and Safety (IBTS) | 12/31/2009 | 01/31/2010 | View \| Edit \| De |
| 2010-SPR-02 | Monitoring/Technical Assistance | Springfield CDC | 02/21/2010 | 03/18/2010 | View \| Edit \| De |
| 2010-LHFA-1 | Monitoring | State Housing Finance Agency | 03/01/2010 | | View \| Edit \| De |
| 2010-LISC-01 | Audit | Springfield CDC | 03/20/2010 | | View \| Edit \| De |

Any DRGR user can view the event with the **VIEW** link in the **ACTION** column. The EDIT and DELETE links will only show for grantee users with edit rights. DRGR will display the latest information that has been entered regarding the event.

**View Monitoring/Audit/TA Event** Help?

**Originator:** Ruben Campos

**Reference Number:** 2010-LHFA-1

**Event Type:** Monitoring

**Responsible Organization:**
Springfield Housing Finance Agency

**Event Conducted:** On-Site

**Program Requirement Categories:**
ALLOW COST
CDBG ELIG
FIN MGMT

**Start Date:** 03/01/2010

**End Date:** 03/05/2010

**Report/Letter Date:**

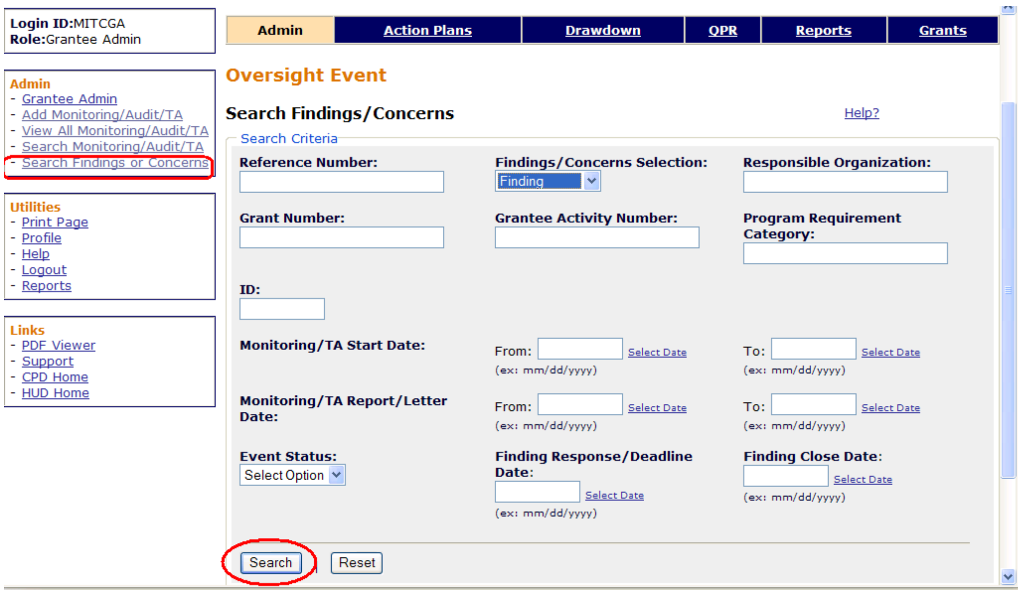
**Event Description:**
Initial Monitoring

**Event Topics:**

| Monitoring Type | Id | Status | Response/Deadline Date | Action |
|---|---|---|---|---|
| Finding | 001 | Open | 03/02/2010 | View |

# C. Search for and Viewing Findings/Concerns

Users can use the link for **Search Findings or Concerns** to find and view individual findings or concerns. Users can search for just findings or just concerns using the dropdown for **Findings/Concerns**. Users can also search by event reference number, grant number, activity number, responsible organization, program requirement categories, and dates.




The results will display in a table below the **SEARCH** button and can be viewed using the **VIEW** link in the **ACTION** column on the left. Again, all users should have the **VIEW** link, but grantee users with edit rights should be able to see **EDIT** and/or **DELETE** links as well. The View Finding or Concern screen will have the same content as the Add/Edit Finding or Concern screen so it will be covered in that section of the user guide.

Results Page 1 of 1 (2 Monitoring/Audit/TA Events found)

| Reference Number | Responsible Organization | Event Type | ID | Status | Start Date | Report/Letter Date | Action |
|---|---|---|---|---|---|---|---|
| 2010-LHFA-1 | Springfield PHA | Finding | 001 | Open | 2010-03-01 | | Edit \| View |
| 2010-LIBTS-04 | Springfield CDC | Concern | SPR-01 | Open | 2009-12-31 | 2010-01-31 | Edit \| View |

### View Finding

**Originator:** Ruben Campos

**Reference Number:** 2010-LHFA-1

**Responsible Organization:** Springfield Housing Finance Agency

**Program Requirement Category:** ALLOW COST

**Activities:**

| Grant # | Activity # |
|---|---|
| B-02-DG-XX-0001 | First Time Homebuyers Program |

**Finding Id:** 001

**Finding Title:** Allowable Costs

**Corrective Action Type:** Reimburse

**Description of Finding, including Regulatory Citation:**
Not allowable

**Corrective Action:**
Reimburse the disallowed costs.

**Amount Requested:** $200.00

**Amount Recovered:** $0.00

**Is this closed Finding subject to future verification:** No

**Responses Deadline Date:** 03/02/2010

**Status:** Open **Closed Date:**

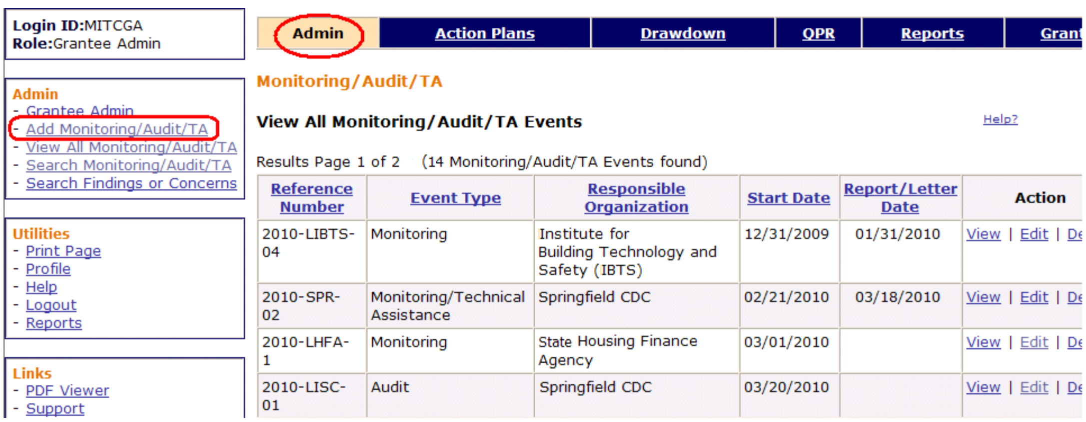
**Follow Up:**

# IV. Adding and/or Editing Data in the Admin Module

## A. Adding and/or Editing an Monitoring Event with Findings/Concerns

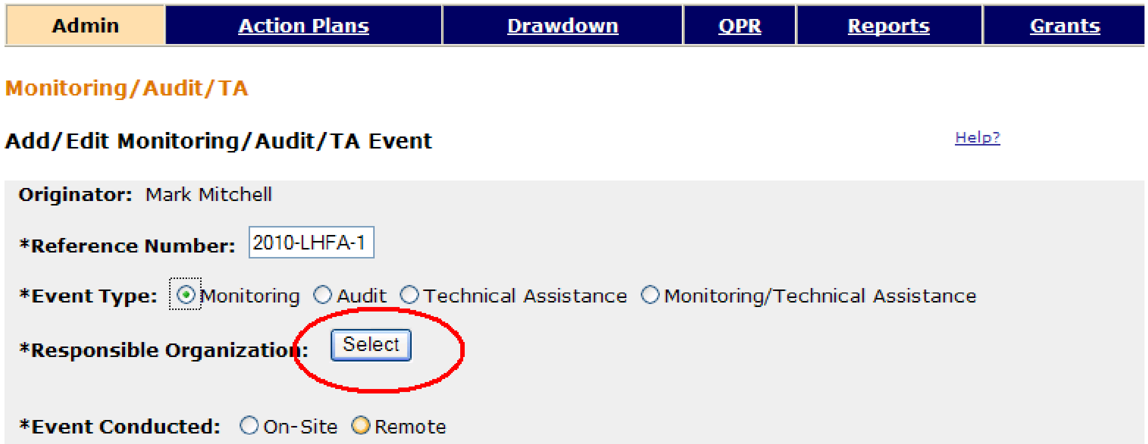
### 1. Adding a Monitoring Event

Any grantee DRGR user with more than VIEW ONLY rights can add monitoring, audit, and TA events by selecting the **ADMIN** module from the main navigation bar and then selecting the link to **ADD MONITORING/AUDIT/TA** from the left navigation frame after the admin module is active.




This will take the user to the **Add/Edit Monitoring/Audit/TA Event** screen. Users can create their own reference # for the event and should then specify the Event Type. The options for event type and the types of detail that can be added for each event are:

| EVENT TYPE | DETAIL TYPE |
|---|---|
| • Monitoring | Findings & Concerns Only |
| • Audit | Findings Only |
| • Technical Assistance | TA Topics Only |
| • Monitoring/Technical Assistance | Finding, Concerns, and TA Topics |




Data that is required to save the event is indicated by an asterisk. Users identify the organization involved in the event (the organization being monitored, audited or receiving technical assistance) using the **SELECT** button. (This dropdown is populated by the Responsible Organizations set up in the grantee's Action Plan.) They must also identify whether the assistance/oversight event was on-site at the location of the responsible organization and/or the activity or the event wasremote from the grantee office using the phone or internet. Using the **SELECT** button will take the user to another screen to search for the organization to assign to the event. Users can leave this blank or enter partial information to search for organizations that have been created in the action plan module.

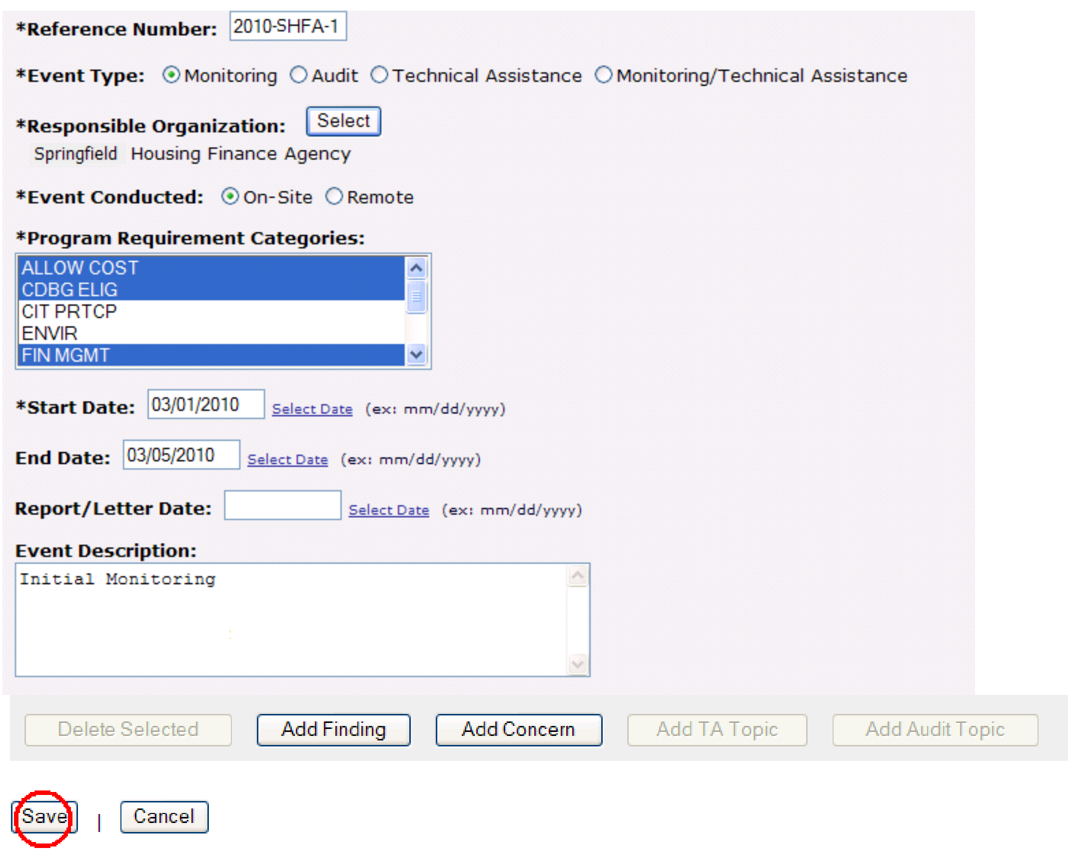

The results will display in a table below the search button. If the correct organization is found, it can be selected by the buttons in the right column. Otherwise, users can alter their search criteria.

Results Page 1 of 1 (7 Organizations found)

| Organization Name | City | State/Territory | DUNS # | EIN/TIN # | Select |
|---|---|---|---|---|---|
| Springfield Parks Department | Springfield | LA | 000000000 | 000000000 | ○ |
| Springfield Chamber of Commerce | Springfield | LA | 000000000 | 000000000 | ○ |
| Springfield Department of Social Services | Springfield | LA | 000000000 | 000000000 | ○ |
| Springfield Economic Development | Springfield | LA | 000000000 | 000000000 | ○ |
| Springfield Housing Finance Agency | Springfield | LA | 000000000 | 000000000 | ◉ |
| Springfield Public Housing Authority | Springfield | LA | 000000000 | 000000000 | ○ |
| Springfield Neighborhood Services Dept. | Springfield | LA | 000000000 | 000000000 | ○ |

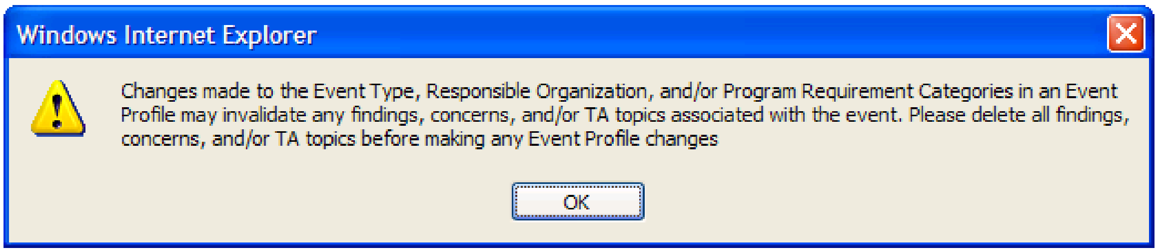
Select Responsible Organization | Add Responsible Organization | Cancel

After the organization is selected, it will be displayed on the **Add/Edit Monitoring/Audit/TA Event** screen. Users can select one or more major categories of program requirements that were reviewed as part of the monitoring event. At minimum, the date the monitoring event started must be recorded. If the event is complete this date can be recorded. Similarly, there is a space for the date of the report when it has been issued. Space is also available to describe the nature of the monitoring event, but the level of detail is optional.



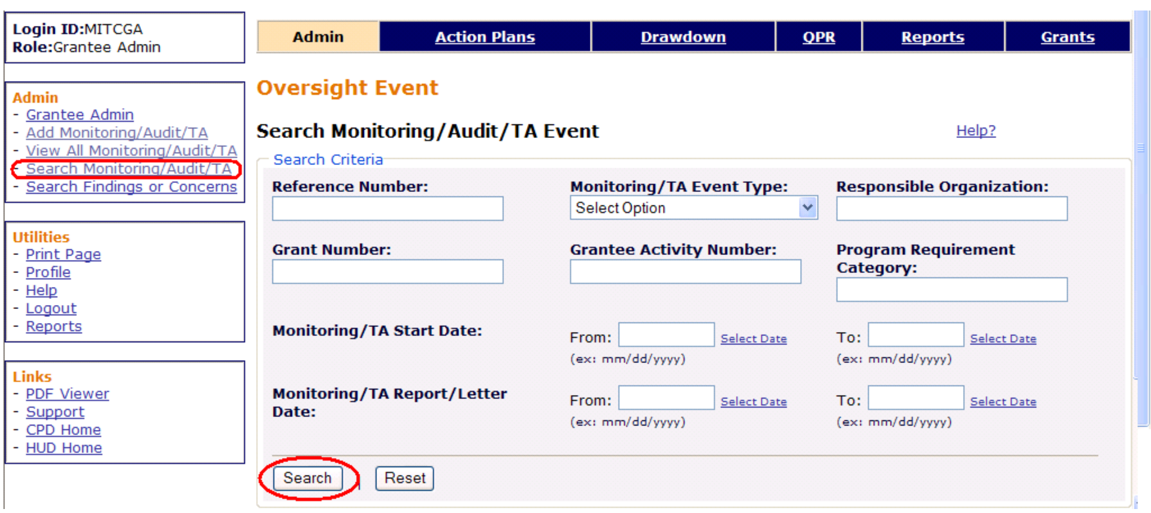
If there are any findings and concerns, these can be added using the buttons near the bottom of the screen. (HUD considers a finding to be an instance of noncompliance with program requirements; a concern is a practice or situation that, if left unaddressed, may lead to noncompliance.)

Changes can be made the event after it has been saved, but certain types of changes may cause problems with any findings and concerns that are created. These include event type, responsible organizations, and program requirement categories. An warning message will be displayed if any of these changes are initiated.




## 2. Editing a Monitoring Event

To edit a monitoring/audit/TA event, users must first search for the event. Users can search just for monitoring events by using the dropdown for **MONITORING/TA EVENT TYPE**. Users can search by reference number, grant number, activity number, responsible organization, program requirement categories and dates. Again, users can leave all fields blank to return all results or enter part of any field that allows the entry of text. Dates must be entered in the format shown.



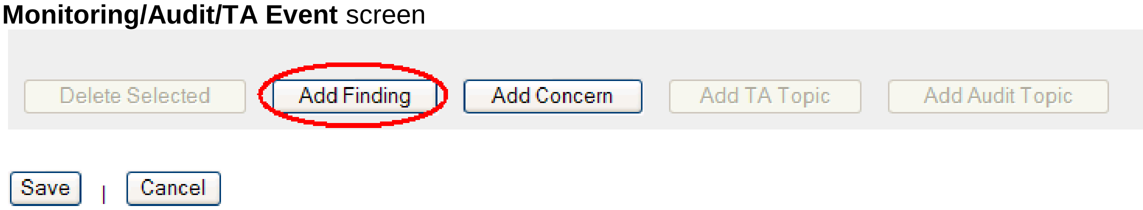

As with other DRGR search functions, results will display in a table below the **SEARCH** button. Once the correct event is found, users may use the **EDIT** link the right **ACTION** column to make edits to the event.

Results Page 1 of 1 (4 Monitoring/Audit/TA Events found)

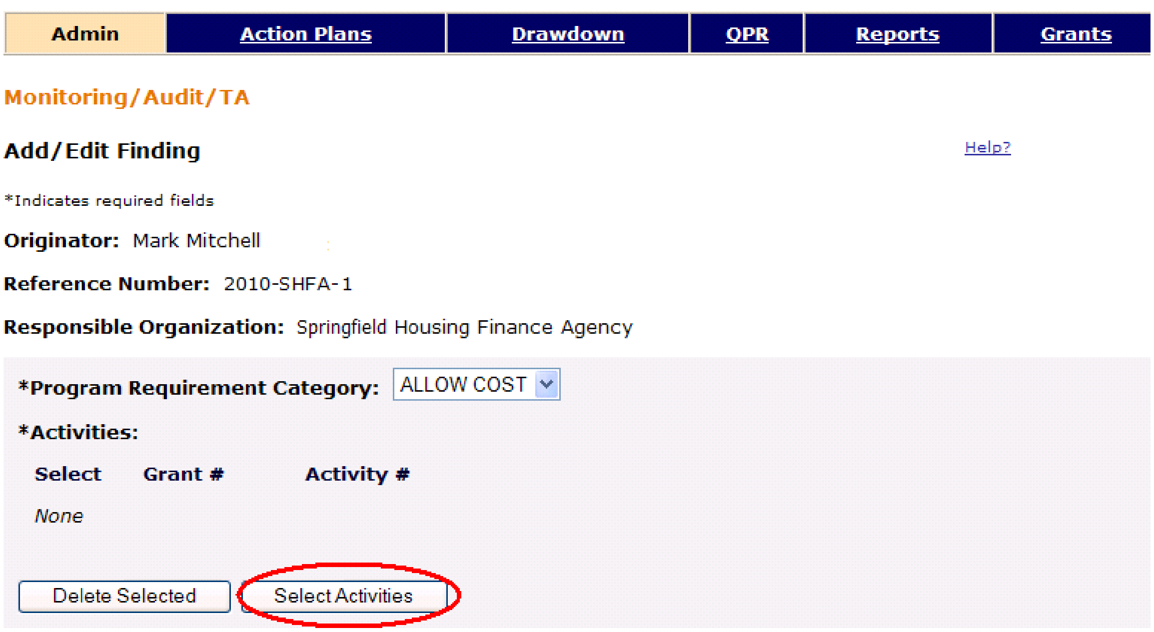
| Reference Number | Event Type | Responsible Organization | Start Date | Report/Letter Date | Action |
|---|---|---|---|---|---|
| 2010-SPHA-01 | Audit | Springfield Public Housing Authority | 2010-03-20 | | Edit \| View \| Delete |
| 2010-SHFA-1 | Monitoring | Springfield Chamber of Commerce | 2010-03-01 | | Edit \| View \| Delete |
| 2010-SPR-02 | Monitoring/Technical Assistance | Springfield CDC | 2010-02-21 | 2010-03-18 | Edit \| View \| Delete |
| 2010-SIBTS-04 | Monitoring | Springfield Parks Department | 2009-12-31 | 2010-01-31 | Edit \| View \| Delete |

## 3. Adding and/or Editing a Finding

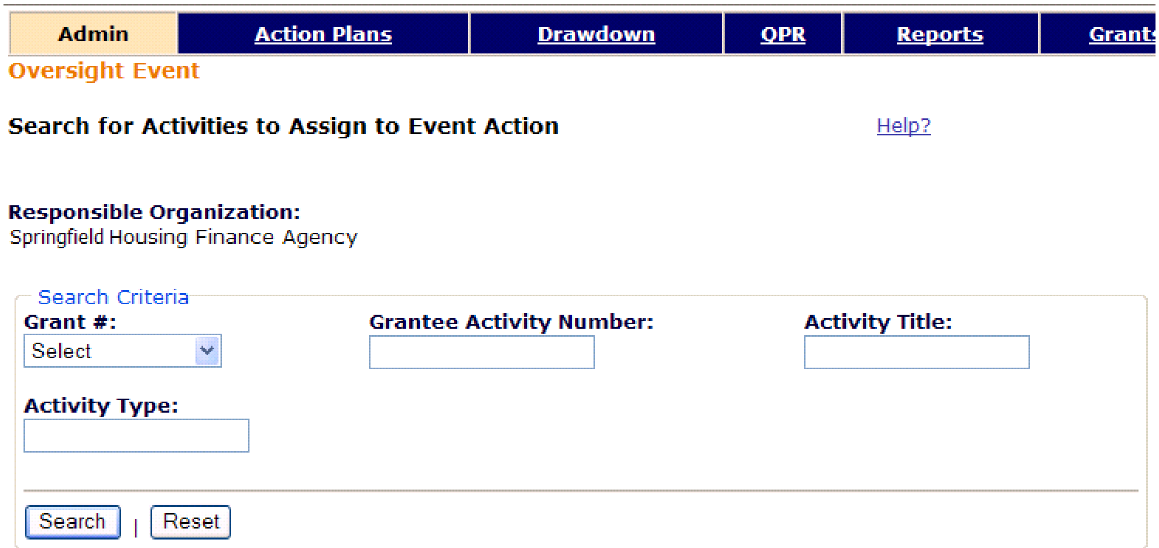
Users add findings by using the **ADD FINDING** button displayed near the bottom of the **Add/Edit Monitoring/Audit/TA Event** screen




Some of the information from the event will be displayed at the top of the finding profile including the event reference number and the responsible organization. Only the program requirements categories displayed in the monitoring event profile will display in the dropdown for the **PROGRAM REQUIREMENT CATEGORY**, Users must select the category that applies to the finding. The finding may apply to all activities for an activity or users can the use the **SELECT ACTIVITIES** button to identify specific activities.

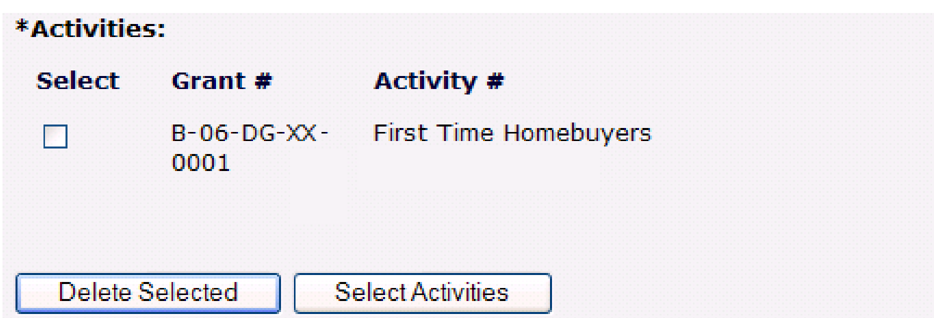


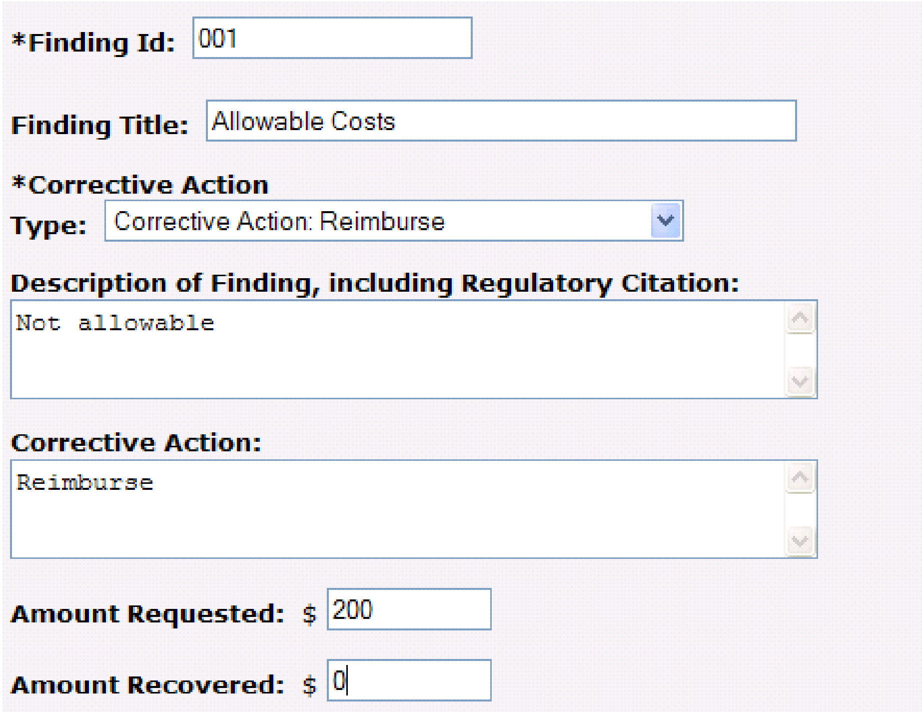

The search options include grant numbers for any activity the organization is assigned to, the activity number, activity title and/or activity type. As with other text entries, users can leave entries blank to return all results or enter partial text.




Again, results will display in a table below the **SEARCH** button. If the activities are not found, the search criteria can be changes and resubmitted. Once the activities are displayed, users will select the correct ones in the right-hand column. After the correct activities are selected, select the **ASSIGN ACTIVITIES TO EVENT ACTION** button to return to the previous screen.

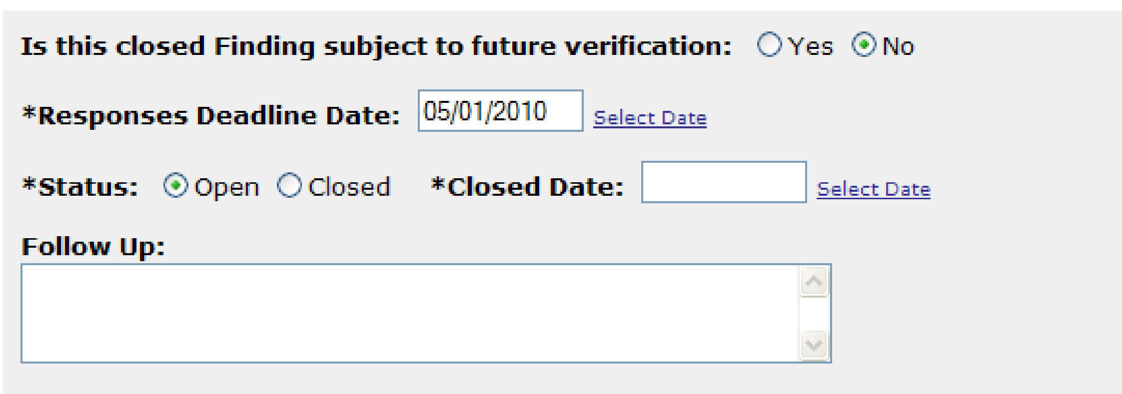

These activities will then display on the finding screen. As indicated below, they can also be deleted if needed. Users assign an ID to each finding and can create a short title to describe the finding. Corrective actions are similar to HUD's GMP system. Users must select one using the **CORRECTIVE ACTION TYPE** dropdown.





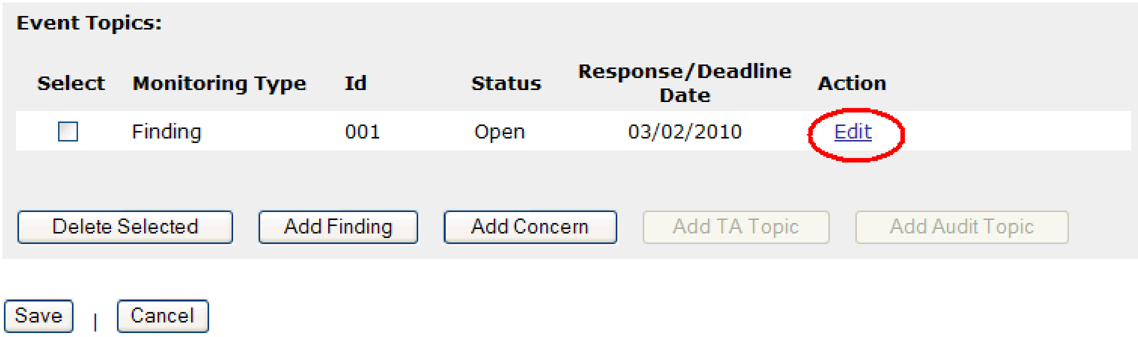

Space is provided to describe findings and corrective actions, but the level of detail is up to the grantee. If the corrective action includes reimbursement, there is also space to identify the **AMOUNT REQUESTED** and the **AMOUNT RECOVERED**. These amounts can be left as zero, as needed.

Users enter whether the finding is subject to future verification and must enter the **RESPONSE DEADLINE DATE**. They must also indicate the **STATUS** of the finding. If the finding is shown as closed, a **CLOSED DATE** must be entered. Room is provided to describe follow-up action such as the dates and/or content of response letters. As with other narrative fields in the ADMIN module, the amount of text is up to the grantee.





Once the finding is saved, it will display above the ADD FINDING button. An **EDIT** link will be displayed under the **ACTION** column on the right.



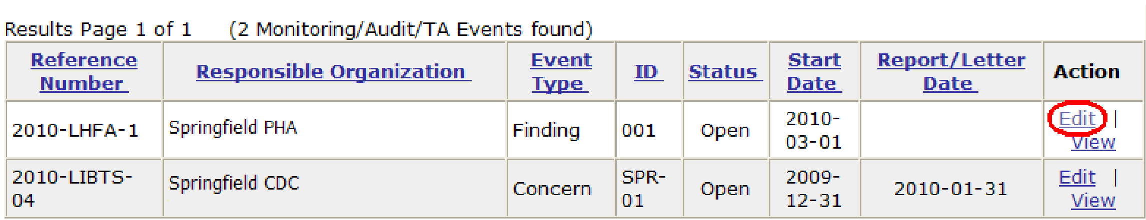
**Event Topics:**

| Select | Monitoring Type | Id | Status | Response/Deadline Date | Action |
|---|---|---|---|---|---|
| ☐ | Finding | 001 | Open | 03/02/2010 | Edit |

Delete Selected | Add Finding | Add Concern | Add TA Topic | Add Audit Topic

Save | Cancel

If a grantee user is outside the monitoring event screen, they can use the **SEARCH FINDING OR CONCERN** link in the left frame of the **ADMIN** module to get a table of finding and /or concerns and user the **EDIT** link in the **ACTION** column on the right of the table.



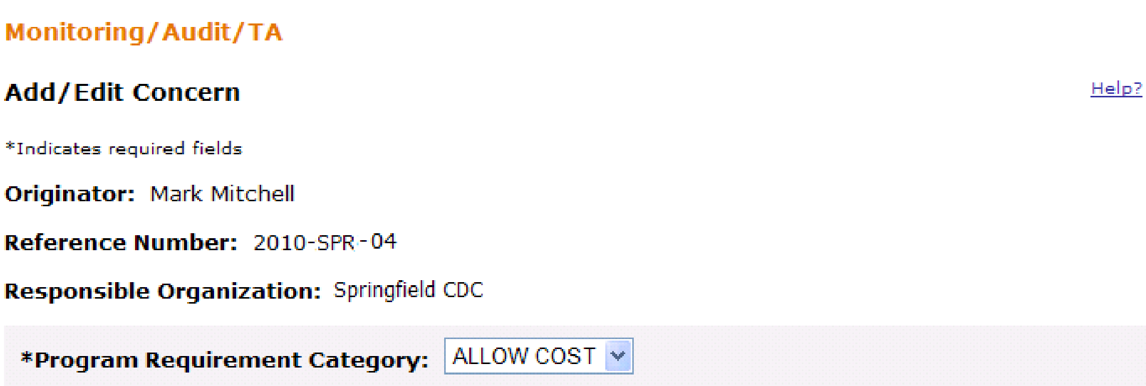
Results Page 1 of 1 (2 Monitoring/Audit/TA Events found)

| Reference Number | Responsible Organization | Event Type | ID | Status | Start Date | Report/Letter Date | Action |
|---|---|---|---|---|---|---|---|
| 2010-LHFA-1 | Springfield PHA | Finding | 001 | Open | 2010-03-01 | | Edit \| View |
| 2010-LIBTS-04 | Springfield CDC | Concern | SPR-01 | Open | 2009-12-31 | 2010-01-31 | Edit \| View |

## 4. Adding and/or Editing a Concern

To add a concern, users would use the **ADD CONCERN** button the monitoring event profile. This will take users to the **ADD /EDIT CONCERN** screen.


Some of the information on this screen is similar to the finding screen, including program requirement category, activities the concern applies to and the status of the concern. However, the narrative sections are only shown as **DESCRIPTION OF CONCERN** and **RECOMMENDED ACTION**. There are not corrective action type or dates required. Again, the level of detail for these narratives is up to the grantee.



Monitoring/Audit/TA

**Add/Edit Concern** Help?

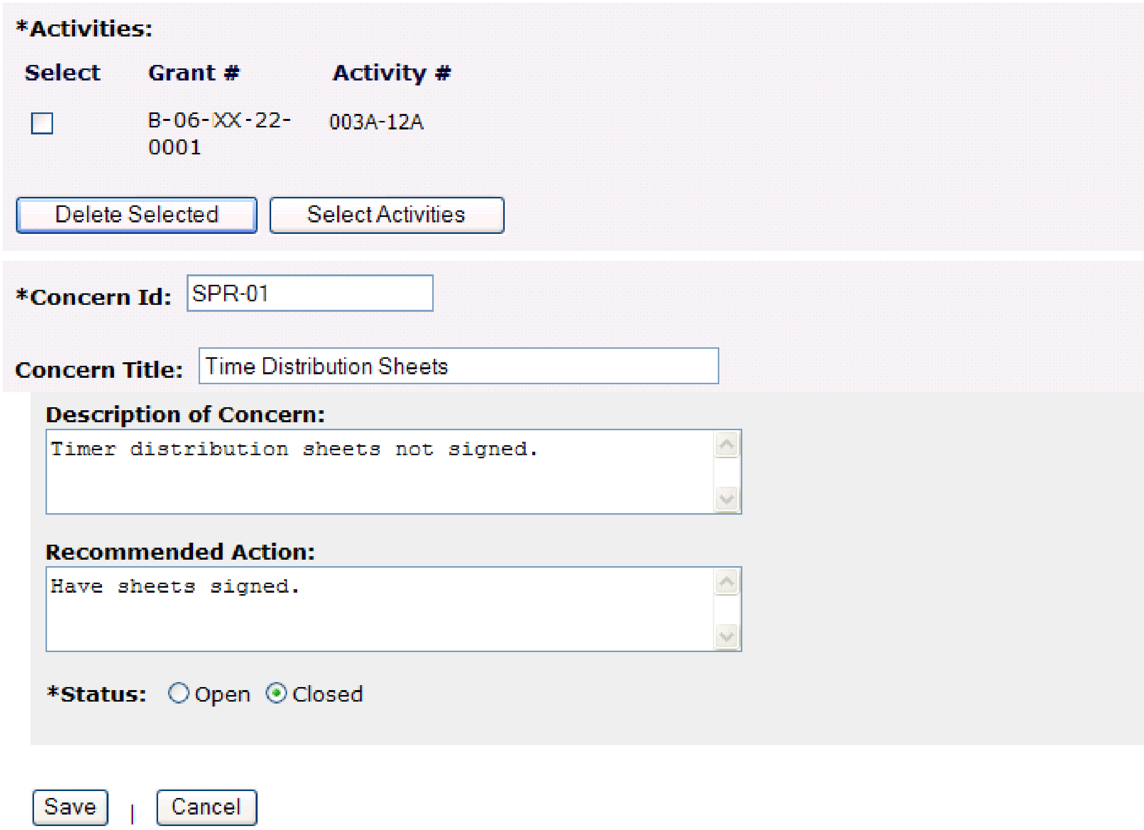
*Indicates required fields

**Originator:** Mark Mitchell

**Reference Number:** 2010-SPR-04

**Responsible Organization:** Springfield CDC

***Program Requirement Category:** ALLOW COST

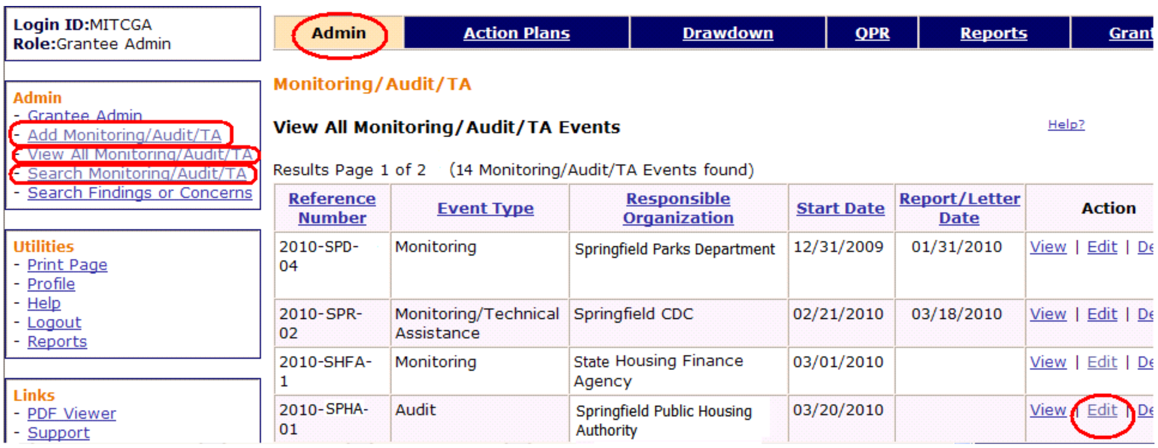



As with findings, an **EDIT** link will appear in the right-hand side **ACTION** column on the list of findings/concerns that grantee users can use to edit the concern. Outside of the monitoring event, users can also use the **SEARCH FOR FINDING OR CONCERN** link in the left navigation frame.

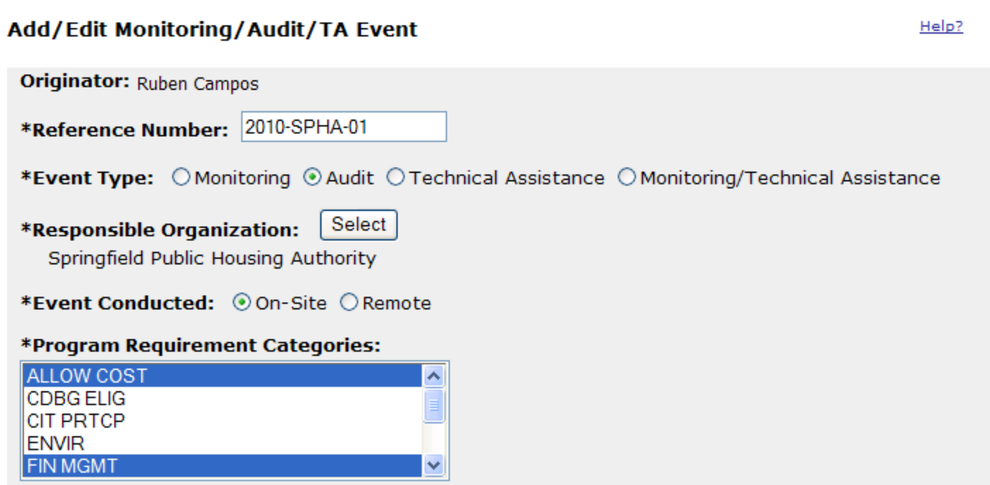
# B. Adding and/or Editing an Audit Event with Topics

## 1. Adding and/or Editing the Audit Event

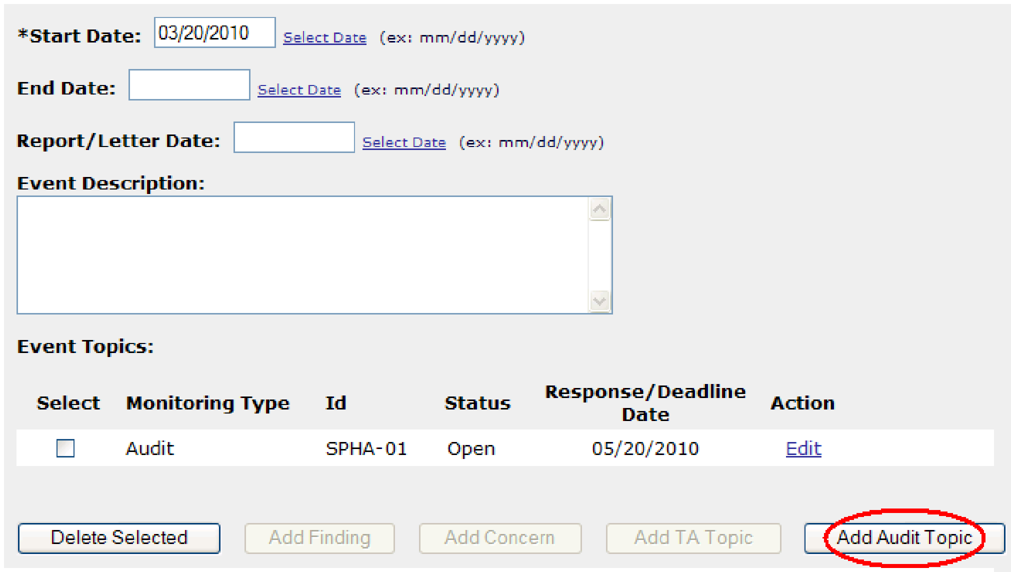
Any grantee DRGR user with more than VIEW ONLY rights can add an audit events by selecting the **ADMIN** module from the main navigation bar and then selecting the link to **ADD MONITORING/AUDIT/TA** from the left navigation frame after the admin module is active.




Again, this will take the user to the **Add/Edit Monitoring/Audit/TA Event** screen. To edit an audit event, users must first search for the event or view all events. Users can search just for audit events by using the dropdown for **MONITORING/TA EVENT TYPE**. As with the Monitoring Events, data that is required to save the event is indicated by an asterisk. Users identify the organization involved in the event (the organization being monitored, audited or receiving technical assistance) using the **SELECT** button.

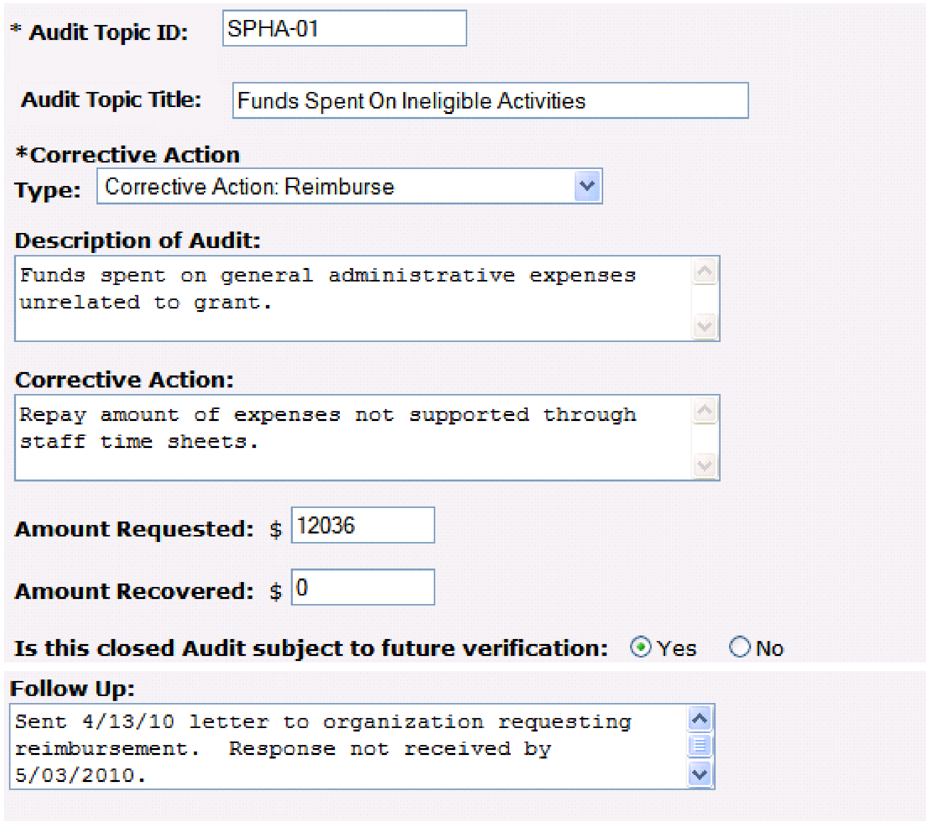



One or more program requirements can be selected. Users must enter a start date and may enter an end date and report/letter date after they are know. Users can write some more general information about the scope of the audit in the event description.




## 2. Adding and/or Editing an Audit Topic

In many instances, audits may record issues to be resolved as findings and observations. In DRGR, these are collectively labeled as Audit Topics. Much of the information collected is similar to monitoring findings. These include compliance categories, activities that the topics apply to, corrective actions, amount of repayment requested and received (as applicable) and follow-up actions.



* **Audit Topic ID:** SPHA-01

**Audit Topic Title:** Funds Spent On Ineligible Activities

***Corrective Action Type:** Corrective Action: Reimburse

**Description of Audit:**
Funds spent on general administrative expenses unrelated to grant.

**Corrective Action:**
Repay amount of expenses not supported through staff time sheets.

**Amount Requested:** $ 12036

**Amount Recovered:** $ 0

**Is this closed Audit subject to future verification:** (•) Yes ( ) No

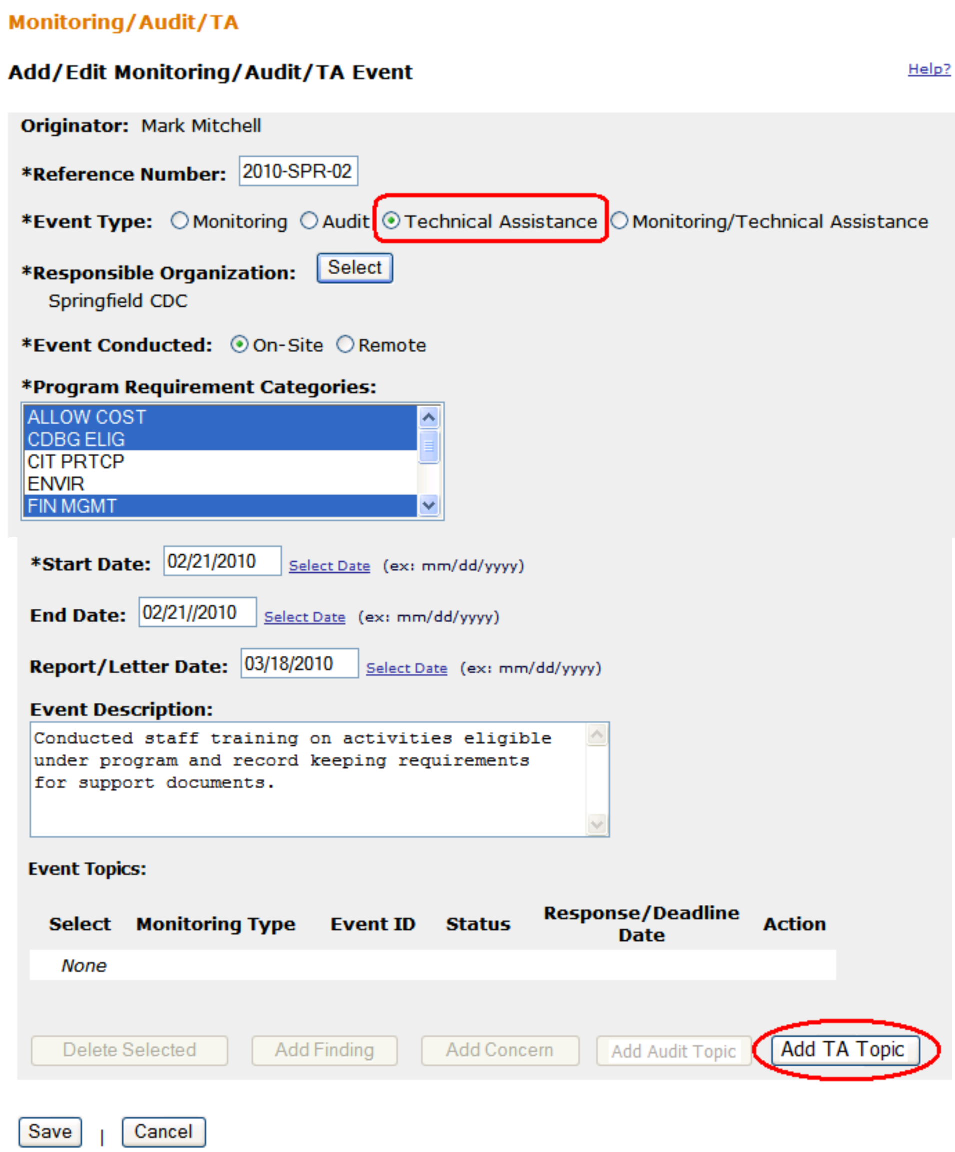
**Follow Up:**
Sent 4/13/10 letter to organization requesting reimbursement. Response not received by 5/03/2010.

## C. Adding and/or Editing a TA Event with TA Topics

Although this area of the User Guide is written for program grantees, HUD technical assistance (TA) providers also will use this portion of the ADMIN module to give HUD the ability to link their activities to the performance of the grantees they assist. An alternate version of section VI will be issued shortly for those TA users.

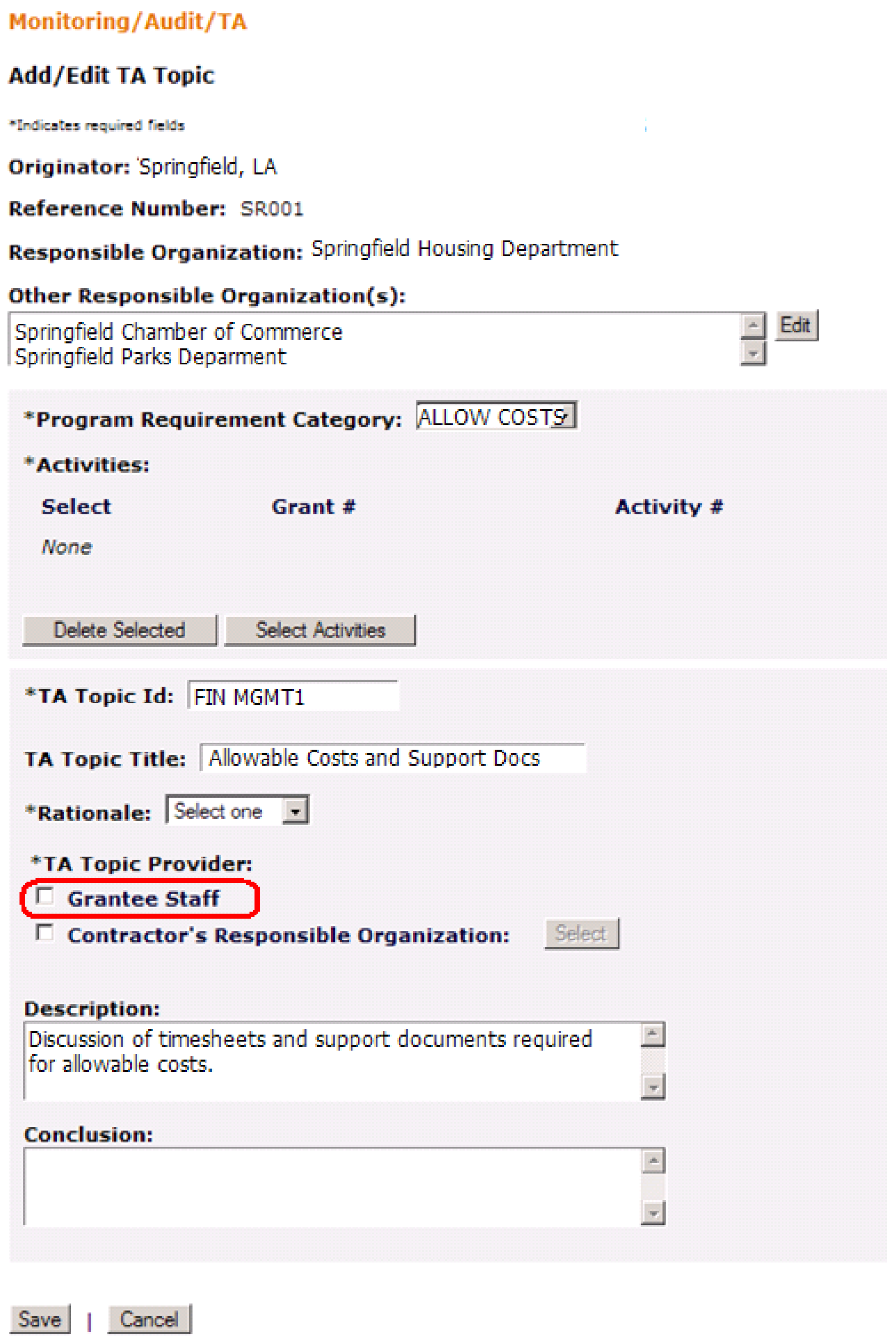
### 1. Adding and/or Editing the Technical Assistance Event

Technical Assistance events include some information that is similar to monitoring events. However, grantees identify not only the responsible organization that has been assisted, but also the identity of the organization that has provided the technical assistance. Some common information that is required includes the program requirement categories and the start date for the event.



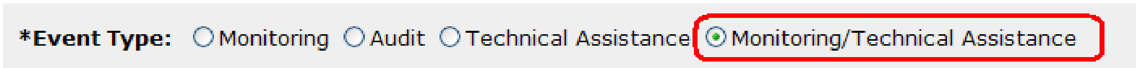
## 2. Adding and/or Editing a TA Topic

Grantee users can add a specific topic to a TA event with the **Add TA Topic** button. While findings, concerns, and audit topics only allow users to select one organization, in the ADD TA screens, users can add additional responsible organizations that received TA if more than one organization participated in an event. Program requirement categories are a dropdown of those selected in the TA event profile. Users can also identify whether the grantee staff conducted training or whether another organization did.

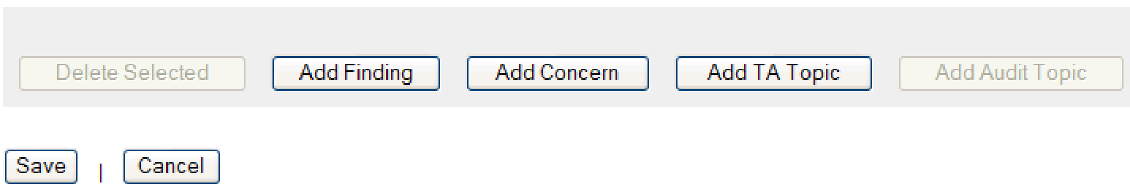


## D. Adding and/or Editing a Monitoring/TA Event

If grantees have events where they combine monitoring of an organization they fund with technical assistance, they can select this type of event.




Once this type of event has been selected, users will see buttons that will allow them to add findings, concerns or TA topics.



# V. Admin Info in QPR and Report Tabs

As described above, most of the detailed information on monitoring, audits, and technical assistance can be viewed by grantee and HUD DRGR users, but is not viewable by the general public. Since information in the QPR may be exported and posted for viewing by the public, only summary information on the number of visits and/or reports is displayed in the View QPR screen and the results of downloading QPRs for printing.

## Monitoring, Audits, and Technical Assistance

| | This Report Period | To Date |
|---|---|---|
| **Monitoring Visits** | 4 | 12 |
| **Audit Visits** | 2 | 5 |
| **Technical Assistance Visits** | 3 | 9 |
| **Monitoring/Technical Assistance Visits** | 1 | 2 |
| **Report/Letter Issued** | 6 | 14 |

As indicated previously, the section on Monitoring, Audits, and Technical Assistance in a QPR will be displayed as soon as data is entered into it. DRGR will calculate the # of visits and reports based on the dates entered. Using these calculations, the QPR will show dates that fall under the current report period as well as all visits and reports to date.

Microstrategy reports summarizing more detailed lists of events and findings will be available for HUD and grantee users. In general, these will be organized by event type, organization, and/or compliance categories.

# APPENDIX- SAMPLE REQUIREMENT AND CORRECTIVE ACTION CATEGORIES

### SAMPLE PROGRAM REQUIREMENT CATEGORIES

| Code | Name | Description |
|---|---|---|
| ALLOW COST | Allowable Costs | Administrative Costs Allowable under applicable OMB Circulars, etc. |
| CDBG ELIG | Eligible CDBG Activity | Activities eligible under 24 CFR 570 |
| CIT PRTCP | Citizen Participation | Citizen Participation |
| ENVIR | Environmental Reviews | Activities comply with applicable environmental reviews, etc. |
| FIN MGMT | Financial Management | Activities comply with OMB circulars regarding financial procedures and support documentation |
| LABOR | Davis Bacon - Labor | Davis Bacon - Labor |
| NATOBJ S&B | National Objective - Slum & Blight | National Objective - Slum & Blight |
| NATOBJ UN | National Objective - Urgent Need | |
| NATOBJ-LM | National Objective - Low Mod | Activities assisting households between 0-80% AMI |
| NATOBJLH25 | National Objective- LH25 (NSP Only) | Activities assisting households 0-50% AMI |
| NATOBJLMMI | National Objective - Low, Mod & Middle Income (NSP Only) | Activities assisting households 0-120% AMI |
| URA | Uniform Relocation and Acquisition | Uniform Relocation and Acquisition |

### CORRECTIVE ACTION/SANCTION CATEGORIES

| | |
|---|---|
| Corrective Action: Change Payment | No Action Required |
| Corrective Action: End/Alter | Sanction: Other |
| Corrective Action: Future Grant | Sanction: Terminate grant |
| Corrective Action: Other | Sanction: Hearing |
| Corrective Action: Reimburse | Sanction: Reduce future grant |
| Corrective Action: Reprogram Funds | Sanction: Reduce/Suspend/Deobligate Funds |
| Corrective Action: Warning | |